

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Dept of Technology SVC  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810

Employee Name	AGARWAL, PRADEEP
Expense Dates	03/01/09-03/03/09
Total Expense Amount	386.00
Amount Due Employee	386.00
Form ID	TEA000423038

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/01	Lodging	188.00	
2)	03/02	Lodging	188.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes
2)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents:

Approved  
by:

VANESSA ROSE

# **Travel & Expense Account Summary**

Employee Name                      PRADEEP AGARWAL  
Expense Dates                      03/01/09-03/03/09  
Report Name                        100/Agarwal-In State Trip/ThinkTank

Request Total \$            386.00  
Direct Charge Total -       0.00  
Travel Advances -           0.00  
Net Due Employee =       386.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Think Tank	386.00

NOTE: (d)=Direct Charge

DATE	Sun Mar 1	Mon Mar 2	Tue Mar 3							TOTAL
Lodging	188.00	188.00								376.00
Lunch			10.00							10.00
<b>TOTALS \$</b>	<b>188.00</b>	<b>188.00</b>	<b>10.00</b>							<b>386.00</b>

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
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<b>Trip/Expense Category</b>	<b>Trip Name</b>	<b>Date</b>	<b>Expense Item</b>	<b>Amount</b>	<b>Payment Type</b>
Regular Travel	Think Tank	03/01/09	Lodging	188.00	Corporate Card
Regular Travel	Think Tank	03/02/09	Lodging	188.00	Corporate Card
Regular Travel	Think Tank	03/03/09	Lunch	10.00	Cash

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Employee Name	AGARWAL, PRADEEP
Expense Dates	03/05/09-03/30/09
Total Expense Amount	142.50
Amount Due Employee	142.50
Form ID	TEA000443603

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/05	Parking, Auto	10.50	
2)	03/10	Parking, Auto	18.00	
3)	03/11	Parking, Auto	18.00	
4)	03/12	Parking, Auto	18.00	
5)	03/16	Parking, Auto	12.00	
6)	03/19	Parking, Auto	16.50	
7)	03/19	Parking, Auto	10.50	
8)	03/26	Parking, Auto	13.50	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents

Approved  
by:

VANESSA ROSE

# **Travel & Expense Account Summary**

Employee Name                      PRADEEP AGARWAL  
Expense Dates                      03/05/09-03/30/09  
Report Name                        100/March 09/Parking Fees

Request Total \$            142.50  
Direct Charge Total -            0.00  
Travel Advances -            0.00  
Net Due Employee =    **142.50**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Parking Fees	142.50

NOTE: (d)=Direct Charge

DATE	Thu Mar 5	Thu Mar 5	Tue Mar 10	Wed Mar 11	Thu Mar 12	Mon Mar 16	Mon Mar 16	Tue Mar 17	Tue Mar 17	TOTAL
Parking, Auto	1.75	10.50	18.00	18.00	18.00	1.75	12.00	2.00	7.50	142.50
TOTALS \$	1.75	10.50	18.00	18.00	18.00	1.75	12.00	2.00	7.50	142.50

DATE	Thu Mar 19	Thu Mar 19	Thu Mar 26	Thu Mar 26	Fri Mar 27	Mon Mar 30				TOTAL
Parking, Auto	16.50	10.50	13.50	9.00	1.75	1.75				142.50
TOTALS \$	16.50	10.50	13.50	9.00	1.75	1.75				142.50

# **Travel & Expense Account Summary & Detail**

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Parking Fees	03/05/09	Parking, Auto	1.75	Cash
Non-Travel Expenses	Parking Fees	03/05/09	Parking, Auto	10.50	Cash
Non-Travel Expenses	Parking Fees	03/10/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	03/11/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	03/12/09	Parking, Auto	18.00	Cash
Non-Travel Expenses	Parking Fees	03/16/09	Parking, Auto	1.75	Cash
Non-Travel Expenses	Parking Fees	03/16/09	Parking, Auto	12.00	Cash
Non-Travel Expenses	Parking Fees	03/17/09	Parking, Auto	2.00	Cash
Non-Travel Expenses	Parking Fees	03/17/09	Parking, Auto	7.50	Cash
Non-Travel Expenses	Parking Fees	03/19/09	Parking, Auto	16.50	Cash
Non-Travel Expenses	Parking Fees	03/19/09	Parking, Auto	10.50	Cash
Non-Travel Expenses	Parking Fees	03/26/09	Parking, Auto	13.50	Cash
Non-Travel Expenses	Parking Fees	03/26/09	Parking, Auto	9.00	Cash
Non-Travel Expenses	Parking Fees	03/27/09	Parking, Auto	1.75	Cash
Non-Travel Expenses	Parking Fees	03/30/09	Parking, Auto	1.75	Cash